



Real Property Manager

Department: Utilities

Class Code: 6313

EEO Code: 21

FLSA: E

Effective: 01/08/1992

GENERAL STATEMENT OF DUTIES:

Under general direction; manages, directs and coordinates activities of Right of Way section, which is responsible for the acquisition and disposal of easements, rights of way, and parcels for the County; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Manages and coordinates activities of the Acquisition and Property Management sections; supervises activities of subordinates engaged in acquiring over 40 types of easements and property as authorized by the Board of Supervisors, and preparing and negotiating agreements and contracts for owner signature; prepares/reviews purchase offers; assists engineers with location of easements; recommends initiation of eminent domain when negotiations fail; participates in condemnation cases and serves as a witness during trial proceedings; supervises and assists in review of subdivision plats, maintaining accurate records of easement acquisition and processing vacation and abandonment of easement plats; evaluates employee performance; assists the public through the use of cross references and maps in determining the location and purpose of County easements; processes licenses to perform work on County property; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of effective supervisory principles and practices; of real estate law; of engineering; of construction practices; and of real estate appraisal.

Considerable skill in negotiating purchase agreements and contracts; in establishing rapport with property owners and the general public; in appraising real estate; in budget preparation and administration.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a bachelor's degree in business administration or related field and five years of supervisory experience in the field of real estate or appraisals or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
